

CITY OF PONCA CITY
City Administration

UPCOMING MEETING

TUESDAY, DECEMBER 5

Planning Commission

City Hall, Commission Chamber, 516 E. Grand Avenue, 5:30 p.m.

MARLAND ESTATE & THE MARLAND GRAND HOME NEWS
Marland Mansion and The Marland Grand Home

HOLIDAY OPEN HOUSE AT MARLAND'S GRAND HOME

Marland's Grand Home will host their annual Holiday Open House on Saturday, December 2, 2023 from 10:00 a.m. to 4:00 p.m. The public is invited to experience holiday music, treats and activities.

CANDLELIGHT TOUR OF THE MARLAND MANSION

The Marland Estate Foundation invites the public to a Candlelight Tour of the Marland Mansion at 901 Monument Road, on Saturday, December 9, 2023 from 6:00 p.m. to 8:00 p.m. All floors of the fifty-five room estate will be decorated in holiday grandeur for visitors to see under candlelight and twinkling Christmas tree lights.

Contact: David Keathly, Marland Estate Manager, 580-767-0420

PONCA CITY SOLID WASTE NEWS

Ponca City Solid Waste

AUTUMN LEAF COLLECTION 2023-2024

The City of Ponca Autumn Leaf Collection has began and will end on January 19, 2024. The City is asking that residents who wish to have their leaves removed please follow these guidelines:

- Residents are asked to bag their leaves if possible. Bagged leaves placed in the regular refuse collection area will be collected free of charge until January 19, 2024. Bagged leaves will be picked up at the rate of 10 bags per pickup day.
- Loose leaves should be placed within three feet of the front curb, but not in the street gutter. If leaves are raked or blown into the street gutter they may clog the storm drains. Leaves found blown or raked into the street may result in a citation (per city code).
- No uncontainerized leaves will be collected in alleyways.
- No mulched leaves or leaves mixed with grass will be collected except by special pickup.

The City's Crew will be working the City section by section so we ask for the public's patience during this time. It may take two weeks or more to collect the leaves due to the large volumes expected.

Another option for getting rid of your leaves is to backyard compost them, to provide the gardener with a rich soil for next spring's plantings.

Leaf collection will also be available by special pickup anytime during the year. Call 580-767-0411 for information on special pickups. Special pickups carry a minimum charge of forty-two dollars and sixty-nine cents (\$42.69.)

Contact: Tim McNew, Solid Waste Superintendent, 580-767-0411

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, DECEMBER 4

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, DECEMBER 5

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, DECEMBER 6

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

PARKS AND RECREATION NEWS

Ponca City Senior Center

MONDAY, DECEMBER 4

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

SAIL Exercise, 10:00 a.m.

Bunco, 12:30 p.m.

Afternoon Games, 1:30 p.m.

Beginners Line Dance Lessons, 5:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00,

TUESDAY, DECEMBER 5

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Ukulele, 10:00 a.m.

Line Dance, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00,

WEDNESDAY, DECEMBER 6

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

SAIL Exercise, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Bridge, 12:30 p.m.

Pitch, 1:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00,

THURSDAY, DECEMBER 7

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Row at a Time, 10:00 a.m.

Afternoon Games, 1:30 p.m.

Line Dance, 2:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00,

FRIDAY, DECEMBER 8

Dominoes, 8:00 a.m.

Exercise, 8:30 a.m.

Bunco, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00,

*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

HOMESCHOOL PE – FALL 2023

- These 90-minute Homeschool PE classes have all the amenities that the RecPlex has to offer. Designed to fit the homeschool schedule, the class will have activities designed to get kids active and social, all while developing new sports skills.
- Classes are on Monday/Wednesday/Friday, thru December 29, from 1:30 to 3:00 p.m.
- For 2nd thru 6th grade students. Cost is \$4.00 Daily/\$4.00 Member Discount
- Register online at: www.poncacityok.gov/parksandrec-registration

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have 4-week sessions of Taekwondo classes.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m.
 - Dec session: December 5 thru January 4 (Registration deadline is December 1)
- For ages 7 and older. The cost is \$75.00 per session.
- Register online at: www.poncacityok.gov/parksandrec-registration

LIGHTED CHRISTMAS PARADE

- Bring your friends and family for the holiday lights and festive music! Come and watch or decorate an entry with lights and festive décor to be in the parade!
- The Parade will be on Friday, December 1 at 6:00 p.m.
- Lineup information will be available on Thursday, November 30.
- Register online thru November 30 at: www.poncacityok.gov/parksandrec-registration

YOUTH BASKETBALL 3rd thru 6th Grade

- Youth basketball league for both boys and girls, 3rd thru 6th grade.
- Every weekday, January 22 thru March 9, 5:00 p.m. to 8:00 p.m.
- For 3rd thru 6th grade ages. The cost is \$55.00 (\$20.00 member discount)
- Register online thru November 30 at: www.poncacityok.gov/parksandrec-registration

YOUTH BASKETBALL 1st & 2nd Grade

- Youth basketball league for 1st and 2nd grade is designed to introduce the game of basketball to children with a combination of fundamental skills instruction and live game action. Two weeks of fundamental skills clinic and four weeks of league games
- Every Saturday, December 2 thru January 20, 9:00 a.m. to Noon
- For 1st and 2nd grade ages. The cost is \$55.00 (\$20.00 member discount)
- Register online thru December 8 at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and lots of fun in the facility. The kids will also have a “popcorn bar” full of treats to snack on while they watch a fun movie.
- Saturday, December 9, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru December 8 at: www.poncacityok.gov/parksandrec-registration

INDOOR TRIATHLON

- Members and non-members are invited to experience an Indoor Triathlon at the RecPlex during the winter months. There will be prizes for the top male and female finishers. To receive a t-shirt on the day of the Triathlon, registration must be completed by December 3.
- There is a 400-meter swim, 5-mile bike ride and 2-mile run with 3 age brackets.
- Triathlon will be on Saturday, December 16 at 8:00 a.m.
- For ages 15 and older. The fee is \$15.00.
- Register online thru December 16 at: www.poncacityok.gov/parksandrec-registration

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT – Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT – Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT – Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$24.63 HR NON-CLEET certified (\$51,230.40 Annually)
\$25.62 HR CLEET certified (\$53,289.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ADMINISTRATIVE ASSISTANT – LIBRARY

Salary: UP TO \$20.00 HR Open until filled 2023-43

GENERAL JOB DESCRIPTION:

Works directly with the Library Director. The position is responsible for performing a wide variety of secretarial and library duties; coordination of office support functions; provision of information and assistance to the public regarding library services and programs.

ASSISTANT DIRECTOR – PONCA CITY BROADBAND

Salary: \$80,000-\$95,000 ANNUALLY DOQ Open until filled 2023-42

GENERAL JOB DESCRIPTION:

This position is responsible for the day-to-day management and operations of the division, including budget oversight, staff and vendor management, performance monitoring/reporting, customer installations/service and system operations.

CENTRAL OFFICE TECHNICIAN – PONCA CITY BROADBAND

Salary: \$28.85-\$33.65 HR Open until filled 2023-45

GENERAL JOB DESCRIPTION:

Oversees the activities that effect the operations of the Central Office facilities including installing, maintaining and testing at the Central Office facilities, fiber transport and distribution circuits, subscriber FTTH (last mile and in-home) and all associated equipment.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$18.24 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

DEPUTY CITY MANAGER

Salary: \$120,000 - \$145,000 ANNUALLY DOQ Open until filled 2023-47

GENERAL JOB DESCRIPTION:

The Deputy City Manager will assist the City Manager with planning, directing and evaluating the operations and programs of the City Government as assigned by the City Manager. Responsible in managing and overseeing the activities and operations of the City of Ponca City; to coordinate assigned activities with outside agencies; and to provide highly responsible and complex administrative support to the City Commission. Maintain current knowledge of city, state and federal issues and requirements related to municipal government. Monitors pending legislation and provides timely feedback to the City Manager and Department Heads on potential matters impacting the municipality. Recommend changes in programs, policies and practices as necessary to the City Manager. Must be a strong relationship builder with the ability to work with and command respect among the City's leadership team and within the community.

The Deputy City Manager will perform complex administrative and professional work in assisting the City Manager in supervising and coordinating the operations of Ponca City, the work plans for City Departments; meet with Assistant City Manager(s) and Directors to identify and resolve problems. The employee is expected to adhere to all City of Ponca City Policies, City Guidelines and SOP's and act as a role model in their application.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

SERVICE TECHNICIAN – MOTOR POOL

Salary: \$14.00-\$16.00 HR Open until filled 2023-40

GENERAL JOB DESCRIPTION:

To perform service and preventive maintenance (p/m) on all systems of internal combustion equipment, including gas/diesel engines; to perform inspection on vehicles during the service and p/m procedure for loose, worn or broken parts and report findings to Motor Pool Superintendent.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the
Kay County Healthy Living Coalition.

Alcoholics Anonymous	aaoklahoma.org.....	580-765-8462
Alzheimers Association Helpline		800-272-3900
Butterfly Wings Pregnancy or Child Loss		580-762-9102
Center for Poison and Drug Information		800-222-1222
Cimarron Transit		580-718-0444
Club Monarch for Children Dealing with Loss		580-762-9102
Compassionate Listening		405-286-4057
Crisis Text Line (Counseling)		741741
Dearing House (Child Victims of Sexual Assault)		580-762-5266
Edwin Fair Community Mental Health Center		800-256-2476
Family Wise-Free Prescription Discount Card		580-765-2476
Friendship Feast (Meals)	210 N. 5 th Street	580-762-1667
Grand Lake Mental Health - Kay County Clinic		580-749-5056
Grandparents Raising Grandkids		580-762-9412
Heartline Information and Referral for Oklahoma		211
Kay County Health Department	433 Fairview Avenue	580-762-1641
Kay County Healthy Living Coalition/TSET Healthy Living Program		580-765-2476
Lew Wentz Golf Course	2928 LA Cann Drive	580-767-0433
Living Hope Pregnancy Center		580-765-9689
Meals on Wheels		580-767-9010
Mental Health Lifeline (replaces National Suicide Prevention Lifeline)		988
Missing and Exploited Children		800-843-5678
Missing and Murdered Indigenous People of Northern Oklahoma		580-304-2180
National Alliance on Mental Illness		800-950-6264
New Emergency Resource Agency	112 S. 1 st Street	580-765-5372
Noon Lions Vision Support Group		580-304-5689
Northern Oklahoma Youth Services		580-762-8341
Oklahoma Department of Human Services	215 E. Grand Avenue	405-522-5050
Oklahoma Domestic Abuse and Sexual Assault Safeline		800-522-SAFE
Oklahoma Problem Gambling Hotline		800-522-4700
Oklahoma Tobacco Hotline		800-784-8669
Oklahoma Youth Crisis and Runaway Hotline		800-448-4663
Osage Nation WIC		580-762-2845
Otoe Missouri WIC		877-692-6863
Pharmaceutical Take-Back	300 E. Oklahoma Avenue	580-767-0370
Ponca City RecPlex	1604 W. Grand Avenue	580-767-0430
Ponca City Senior Center	319 W. Grand Avenue	580-763-8051
Rx for Oklahoma-Prescription Assistance Program		580-765-9022 or 877-RX4-OKLA
Substance Abuse and Mental Health Services Administration		800-662-4357
The Mission (Meals)	909 E. South Avenue	580-765-1426
United Community Action Program	501 6 th Street, Pawnee	918-762-3041
United Way of North Central Oklahoma	205 N. 2 nd Street	580-765-2476
Veteran's Landing	111 N. 4 th Street	580-362-6375
Veterans Benefits		877-222-8387